

Agency Name						
Division #		Division Name				
	Index #	RDA #	RDA Title	Status	Retention	Disposition

245-STATE HISTORICAL SOCIETY						
/245/		STATE HISTORICAL SOCIETY OF WISCONSIN				
	1	00042000	EXHIBIT LOAN FILES	Renewal	P	PERM
	2	00051000	REHABILITATION TAX CREDIT APPLICATION FILES	Renewal	EVT+5	DEST
	3	00053000	ARCHEOLOGICAL SITES INVENTORY FORMS	Amended	CR+4	DEST
	4	00057000	ARCHEOLOGICAL REGULATION AND TAX EXEMPT CASE FILES	Amended	P	PERM
	5	00058000	UNPUBLISHED ARCHEOLOGICAL REPORTS	Amended	CR+4	SHSW
	6	00059000	ARCHEOLOGICAL SITE FILES	Amended	P	PERM
	7	00157000	HISTORIC BUILDING SITES FILES	Renewal	P	PERM
	8	00158000	HISTORIC BUILDING COVENANTS	Renewal	P	PERM
	9	00159000	HOMEOWNERS TAX CREDIT APPLICATION FILES	Renewal	EVT+5	DEST
	10	00185000	CERTIFIED ARCHEOLOGIST LIST FILES	Pending	CR+1	DEST
	11	00186000	BURIAL OFFICE RECORDS	Pending	P	PERM
	12	00187000	PRESS AND PUBLICITY FILES	Pending	CR+5	SHSW

285A-UW MADISON						
	13	FPM00077.	UNUSED PARKING HANG TAGS OR PERMITS	Pending	FIS+3	DEST
	14	GRS01696.	UW-MADISON SCHOOL / COLLEGE / DEPARTMENT ALUMNI RECORDS	Pending	EVT+5	DEST
			HELD BY BOARD			
	15	UWUGS100.	UNDERGRADUATE STUDENT ADMISSION APPLICATION - ACCEPTED, AND DID NOT	Pending	EVT+5	DEST
	16	UWUGS101.	UNDERGRADUATE STUDENT ADMISSION APPLICATION - NOT ACCEPTED, NOT ENROLLED	Pending	EVT+5	DEST
	17	UWUGS102.	UNDERGRADUATE STUDENT ADMISSION APPLICATION MATERIALS - UNSOLICITED	Pending	EVT+5	DEST
	18	UWUGS103.	UNDERGRADUATE STUDENT RECORD - ACCEPTED AND ENROLLED	Pending	EVT+10	DEST
	19	UWUGS104.	UNDERGRADUATE PROGRAMS - STUDENT RECORDS - ACCEPTED AND ENROLLED	Pending	EVT+10	DEST
	20	UWUGS105.	UNDERGRADUATE PROGRAMS - STUDENT RECORDS - ACCEPTED, BUT DID NOT	Pending	EVT+5	DEST
			EVENT CLARIFIED			
	21	UWUGS106.	DEAN'S LIST OF HONOREES	Pending	EVT+5	UW-TRANS
	22	UWUGS107.	UNDERGRADUATE STUDENT TEACHING OR STUDENT FIELD WORK OR INTERNSHIPS	Pending	EVT+10	DEST
	23	UWUGS200.	GRADUATE CAREER STUDENT ADMISSIONS APPLICATION - ACCEPTED AND DID NOT	Pending	EVT+5	DEST
			EVENT CLARIFIED			
	24	UWUGS201.	GRADUATE CAREER STUDENT RECORD - ACCEPTED AND ENROLLED	Pending	EVT+10	DEST
	25	UWUGS202.	GRADUATE CAREER STUDENT RECORD - ACCEPTED AND ENROLLED - GRAD PROGRAM	Pending	EVT+10	DEST

	26	UWUGS203.	GRADUATE SCHOOL PROGRAM QUALIFYING EXAMINATIONS OR PRELIMS	Pending	EVT+5	DEST
	27	UWUGS204.	GRADUATE PROGRAMS ADVISORY DEGREE COMMITTEE RECORDS (THESIS, DI	Pending	CR+5	DEST
	28	UWUGS300.	STUDENT ADVISING RECORDS	Pending	EVT+10	DEST
	29	UWUGS400.	SCHOLARSHIP AND FELLOWSHIP NOTICES - UNDERGRADUATE AND GRADUATE	Pending	EVT+5	DEST
	30	UWUGS401.	STUDENT CRIMINAL BACKGROUND CHECK RECORDS FOR TEACHING, PROFES	Pending	EVT+10	DEST
	31	UWUGS500.	INTERNATIONAL PRGRAM FILES	Pending	EVT+5	DEST
	32	UWUGS501.	INTERNATIONAL STUDENT FILES - ENROLLED	Pending	EVT+5	DEST
	33	UWUGS502.	INTERNATIONAL STUDENT FILES - NOT ENROLLED	Pending	EVT+3	DEST
	34	UWUGS600.	ATHLETE ACADEMIC RECORDS	Pending	CR+10	DEST
	35	UWUGS601.	ATHLETIC ELIGIBILITY REPORTS - COMPLIANCE	Pending	CR+10	DEST
	36	UWUGS602.	ATHLETIC PARTICIPATION / EQUITY IN ATHLETICS DISCLOSURE ACT - EADA DO	Pending	EVT+5	DEST
	37	UWUGS603.	STUDENT ATHLETICS STUDENT ATHLETE MEDICAL FILES	Pending	EVT+7	DEST
	38	UWUGS700.	STUDENT ACADEMIC MISCONDUCT RECORDS - DISMISSAL, SUSPENSION, EXPL	Pending	EVT+25	UW-TRANS
	39	UWUGS701.	FORMAL HEARINGS - STUDENT STATEMENT ON CONTENTS OF RECORDS REGA	Pending	EVT+25	PERM
	40	UWUGS702.	FORMAL HEARINGS - STUDENT REQUEST FOR CORRECTIONS TO RECORDS AN	Pending	EVT+25	PERM
	41	UWUGS703.	FORMAL HEARINGS - WRITTEN DECISIONS OF HEARING PANELS	Pending	EVT+25	PERM
	42	UWUGS800.	TRANSCRIPTS: OFFICIAL UW-MADISON STUDENT SCHOOL TRANSCRIPTS	Pending	P	PERM
	43	UWUGS900.	COURSE - WAIT LIST	Pending	EVT	DEST
	44	UWUGS901.	COURSE INSTRUCTIONAL MATERIALS INCLUDING COURSE MANAGEMENT SYST	Pending	EVT+5	DEST
	45	UWUGS902.	COURSE PAPERS, PROJECTS, AND OTHER ASSIGNMENTS BY STUDENTS	Pending	EVT+1	DEST
	46	UWUGS903.	COURSE SYLLABI AND OR INDIVIDUAL COURSE CALENDARS	Pending	EVT+10	DEST
			HELD BY BOARD			
	47	UWUGS904.	COURSE - GRADE BOOKS - ORIGINAL	Pending	EVT+5	DEST
	48	UWUGS905.	COURSE - STUDENT COURSE EVALUATIONS	Pending	EVT+1	DEST
	49	UWUGS906.	COURSE - RELATED GRIEVANCES - NOT GRADE DISPUTES	Pending	EVT+5	DEST
	50	UWUGS907.	COURSE - OFFICIAL UW-MADISON COURSE CATALOG	Pending	CR+10	UW-TRANS
	51	UWUGS908.	UW OFFICIAL GRADUATE SCHOOL CATALOG	Pending	CR+10	UW-TRANS
	52	UWUGS909.	COURSE - OFFICIAL TIMETABLE/SCHEDULE OF CLASSES	Pending	CR+10	UW-TRANS
	53	UWUGS910.	ENROLLMENT AND CLASS LISTS	Pending	CR+3	DEST
	54	UWUGS911.	ENROLLMENT VERIFICATION AND CERTIFICATIONS	Pending	EVT+3	DEST
	55	UWUGS912.	ENROLLMENT REPORTS	Pending	CR+10	UW-TRANS
	56	UWUGS913.	FERPA CONSENTS AND REQUESTS	Pending	EVT+10	DEST
/198000/			COLLEGE OF ENGINEERING-PHYSICS-GEN			
	57	19001804	UWNR FACILITY LICENSE APPLICATION AND RENEWALS	Pending	EVT+10	UW-TRANS
	58	19001805	UWNR NUCLEAR REGULATORY COMMISSION (NRC) OPERATORS LICENSE	Pending	EVT+6	DEST
	59	19001806	UWNR REGULATOR CORRESPONDENCE	Pending	EVT+10	UW-TRANS

	60	19001807	UWNR LICENSE COMMITTEE MINUTES	Pending	EVT+10	UW-TRANS
	61	19001808	UWNR NUCLEAR LIABILITY INSURANCE POLICIES	Pending	EVT+10	DEST
	62	19001809	UWNR NUCLEAR LAB PROCEDURES	Pending	EVT+10	UW-TRANS
	63	19001810	UWNR ANNUAL REPORTS	Pending	EVT+10	UW-TRANS
	64	19001811	UWNR PRINTS AND ENGINEERING DRAWINGS/FACILITY DESIGN AND CONSTRU	Pending	EVT+10	UW-TRANS
	65	19001812	UWNR NUCLEAR REACTOR OPERATIONS LOGS	Pending	EVT+10	DEST
	66	19001813	UWNR STRIP CHARTS / ENVIRONMENTAL AND EFFLUENT MEASUREMENTS	Pending	EVT+10	DEST
	67	19001814	UWNR RADIATION SURVEY INSTRUMENTS CALIBRATIONS	Pending	EVT+3	DEST
	68	19001815	UWNR TRAINING RECORDS	Pending	EVT+10	DEST
	69	19001816	UWNR AUTHORIZATION OF EXPERIMENTS / RECORDS OF EXPERIMENTS	Pending	EVT+10	DEST
	70	19001817	UWNR WASTE DISPOSAL RECORDS	Pending	EVT+10	DEST
	71	19001818	UWNR RECORDS OF TRANSFER OF SPECIAL NUCLEAR MATERIALS	Pending	EVT+10	DEST
<i>/530342/</i>		<i>SMPH - MEDIC</i>				
	72	53001800	MEDIC CLIENT HEALTH RECORDS - EXCLUDING MINORS	Pending	EVT+7	DEST
	73	53001801	MEDIC CLIENT HEALTH RECORDS - MINORS	Pending	EVT+7	DEST
	74	53001802	MEDIC CLIENT HEALTH TREATMENT RECORDS - ADULTS	Pending	EVT+7	DEST
	75	53001803	MEDIC STUDENT TRAINING AND PRIVACY RECORDS AND CONSENTS	Pending	EVT+7	DEST
<i>/534203/</i>		<i>SMPH - MEDICAL EDUCATION OFFICE</i>				
	76	53001797	MEO HOUSE STAFF SUBJECT OFFICE FILES	Pending	EVT+3	UW-TRANS
	77	53001798	MEO THIRD AND FOURTH YEAR RESIDENCY EVALUATION / ASSESSMENT	Pending	EVT+6	DEST
	78	53001799	MEO RESIDENCY APPLICATION - NOT ACCEPTED, NOT ENROLLED	Pending	EVT+3	DEST
<i>/879000/</i>		<i>SVM - COPLOW</i>				
	79	87001794	COPLOW LABORATORY RECORDS	Pending	EVT+50	DEST

370-NATURAL RESOURCES						
	80	01136000	ENVIRONMENTAL REVIEW UNDER DNR/DOT COOPERATIVE AGREEMENT	Amended	EVT+25	DEST
	81	01137000	LOCAL ROADS PROJECT REVIEW AND PERMITTING	Amended	EVT+100	DEST
			DESCRIPTION CLARIFIED			
<i>/040/</i>		<i>WATERSHED MANAGEMENT</i>				
	82	00016000	WATER REGULATORY DECISIONS	Amended	P	PERM
			DESCRIPTION AND OFFICIAL LOCATION CLARIFIED; MEDIA UPDATED			
	83	00017000	DAMS	Amended	P	PERM
	84	00018000	ENVIRONMENTAL FIELD BOOKS	Amended	P	PERM
	85	00044000	FERC (FEDERAL ENERGY REGUALTORY COMMISSION)	Amended	EVT+10	DEST
	86	00090000	SHORELAND/WETLAND ORDERS AND ORDINANCES	Amended	EVT+100	DEST
			EVENT CLARIFIED			

	87	00092000	WETLAND AERIAL PHOTOS	Amended	P	PERM
			DESCRIPTION CLARIFIED			
	88	00093000	FLOODPLAIN FILES	Amended	P	PERM

410-CORRECTIONS						
/140/		<i>OFFICE OF SPECIAL OPERATIONS</i>				
	89	00235000	OSO INVESTIGATION FILE	Pending	EVT+10	DEST
			EVENT LANGUAGE CLARIFIED			

455-JUSTICE						
/211/		<i>CRIMINAL INVESTIGATION</i>				
	90	00037000	INVESTIGATIVE FILES	Amended	EVT+50	SHSW
	91	00037A00.	INTERNET CRIMES AGAINST CHILDREN (ICAC) INVESTIGATIVE FILES	Pending	EVT+50	DEST

485-VETERANS AFFAIRS						
/001/		<i>DIVISION OF ADMINISTRATION</i>				
	92	00014000	WISCONSIN VETERANS GRAVE REGISTRATION	Amended	CR+4	TRANS OTHER
/002/		<i>DIVISION OF VETERANS PROGRAMS</i>				
	93	00118B00.	MILITARY FUNERAL HONORS TRAINING AND CERTIFICATION	Renewal	FIS+5	DEST

515-EMPLOYEE TRUST FUNDS						
/700/		<i>ETF DEPARTMENT RECORDS</i>				
	94	00086000	WEBS - BUSINESS DATASETS	Renewal	EVT	DEST
	95	00086A00.	WEBS - GENERATION DATA GROUPS	Renewal	EVT	DEST
	96	00086B00.	WEBS INPUT, UPDATE, AND INQUIRY SCREENS	Renewal	EVT	DEST
	97	00086C00.	WEBS - PRINT PROGRAM INPUT/OUTPUT TEMPORARY FILES	Renewal	EVT	DEST
	98	00086D00.	WEBS - STATEMENT OF BENEFIT EXTRACT	Renewal	CR+40	DEST
	99	00086E00.	WEBS LATE REPORTED EARNINGS REPORTS	Amended	CR+10	DEST
	100	00086F00.	WEBS CHANGE ACTIVITY REPORTS	Renewal	CR+7	DEST
	101	00086G00.	WEBS RECONCILIATION, INTEREST CREDITING, ADJUSTMENT PROCESSOR. EM	Amended	CR+10	DEST
	102	00086H00.	WEBS SUSPENDED AND REJECTED TRANSACTION REPORTS	Renewal	CR+10	DEST
	103	00086I00.	WEBS TRANSACTION CONTROL REPORTS	Renewal	CR+1	DEST
	104	00086J00.	STATEMENT OF BENEFIT (SOB) RECORD DUMPS	Renewal	CR+1	DEST
	105	00086K00.	WEBS RELATED TEST DATA	Renewal	EVT	DEST
			EVENT CLARIFIED			
	106	00086L00.	WEBS - EMPLOYER TRANSACTION DATA	Pending	EVT+40	DEST

	107	00086M00.	WEBS - YEAR END PROCESSING	Pending	EVT+40	DEST
	108	00086N00.	ACTIVE LIVE ACTUARY FILE - ACTIVE/CLOSED/QDRO	Pending	CR+10	DEST
	109	00086O00.	SERVICE PURCHASE AND BUYBACK PROCESSING	Pending	EVT+40	DEST
	110	00101000	DEFERRED COMPENSATION PROGRAM CLOSED PARTICIPANT RECORDS	Renewal	EVT+7	DEST
	111	00101A00.	DEFERRED COMPENSATION PROGRAM PARTICIPANT INCOMING DOCUMENTS -	Pending	EVT+0/3	DEST
	112	00101B00.	DEFERRED COMPENSATION PROGRAM PARTICIPANT IMAGED DOCUMENTS	Pending	EVT+7	DEST
	113	00101C00.	WDC GREAT-WEST FINANCIAL KEEPING SYSTEM	Pending	EVT+7	DEST
	114	00101D00.	DEFERRED COMPENSATION PROGRAM PARTICIPANT ACCOUNT STATEMENTS	Pending	EVT+7	DEST
	115	00101E00.	DEFERRED COMPENSATION PROGRAM PARTICIPANT NEWSLETTER	Pending	CR+7	DEST
	116	00101F00.	DEFERRED COMPENSATION PROGRAM PARTICIPANT SURVEYS	Pending	EVT+5	DEST
	117	00101G00.	DEFERRED COMPENSATION PROGRAM REPORTS	Pending	EVT+7	DEST
	118	00101H00.	DEFERRED COMPENSATION PROGRAM BIDS, PROPOSALS, CONTRACTS AND R	Pending	EVT+10	DEST
	119	00170000	DISABILITY - BUSINESS DATASETS	Pending	EVT	DEST
			DESCRIPTION CLARIFIED			
	120	00170A00.	DISABILITY - REPORTS	Pending	EVT	DEST
	121	00170B00.	DISABILITY - MEMBER DATA TABLES	Pending	EVT	DEST
	122	00170C00.	DISABILITY - BPS OUTPUTS/BPS UPLOADS	Pending	EVT	DEST
	123	00170D00.	DISABILITY - QUERY'S	Pending	EVT	DEST
			EVENT CLARIFIED			
	124	00170E00.	DISABILITY - GASB 44 FILE	Pending	CR+3	DEST

536-INVESTMENT BOARD						
	125	00021000	STATUTORILY REQUIRED REPORTS TO THE LEGISLATURE	Amended	CR+10	DEST
			WITHDRAWN BY AGENCY			
/150/		INT AUDIT				
	126	31000	AUDIT WORK PAPERS	Amended	EVT+5	DEST
/430/		SIF				
	127	00030000	WISCONSIN CERTIFICATE OF DEPOSIT PROGRAM DOCUMENTATION	Amended	EVT+7	DEST

540-LIEUTENANT GOVERNOR						
			YEAR CREATED UPDATED THROUGHOUT AS NEEDED			
/540/		OFFICE OF THE LIEUTENANT GOVERNOR				
	128	00001000	INVITATIONS	Amended	EVT	DEST
	129	00003000	PRESS RELEASES	Amended	EVT	SHSW
	130	00007000	LIEUTENANT GOVERNOR'S DAILY SCHEDULE	Amended	EVT+3	SHSW
	131	00015000	POLICY FILES	Pending	EVT	SHSW

	132	00016000	CONSTITUENT CORRESPONDENCE	Pending	EVT+1	SHSW
	133	00017000	MISCELLANEOUS CORRESPONDENCE (NO RESPONSE)	Pending	EVT+2	DEST
			DISPOSITION CLARIFIED			
	134	00018000	LIEUTENANT GOVERNOR'S GENERAL CORRESPONDENCE	Pending	EVT+2	SHSW
	135	00019000	PUBLICATIONS AND REPORTS	Pending	EVT	SHSW
	136	00020000	STAFF ISSUE FILES	Pending	EVT	DEST
	137	00021000	LEGAL CORRESPONDENCE	Pending	EVT+2	SHSW
	138	00022000	OPEN RECORDS REQUESTS	Pending	EVT+3	DEST
			WITHDRAWN BY AGENCY			
	139	00023000	PHOTO ARCHIVES	Pending	EVT	SHSW

GENERAL SCHEDULES						
	140	VARIOUS	ADMINISTRATIVE RECORDS GENERAL SCHEDULE			

COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

COUNTIES					
/014/		<i>DODGE COUNTY</i>			
	141	00002000	COUNTY-WIDE GENERAL SCHEDULE	Amended	
			WHS NOTIFICATIONS UPDATED AS REQUESTED		

MUNICIPALITIES					
/013251/		<i>MADISON, CITY OF</i>			
	142	GS000051.	SURVEILLANCE RECORDINGS	Pending	CR+0/3 DEST
		/71/ <i>POLICE</i>			
	143	PD000014.	PROFESSIONAL STANDARDS AND INTERNAL AFFAIRS COMPLAINTS	Pending	EVT+8 DEST
		/72/ <i>FIRE</i>			
	144	FD000001.	EMS REPORTS	Amended	FIS+6 DEST
/041251/		<i>CITY OF MILWAUKEE</i>			
	145	00123000	CITY OF MILWAUKEE GENERAL SUBMISSIONS	Amended	
/041131/		<i>VILLAGE OF GREENDALE</i>			
	146	00123000	WISCONSIN MOTOR VEHICLE ACCIDENT REPORT - MV4000 AND MV4000E	Pending	EVT DEST
/049165/		<i>VILLAGE OF OSCEOLA</i>			
	147	00123000	VILLAGE-WIDE GENERAL SCHEDULE	Pending	
			RETENTIONS UPDATED: MUNICIPAL CITATIONS & RADAR LOGS, STATE OF WI MVA REPORTS, POLICE DEPT. EMPLOYMENTS APPLICATIONS		

292-10 LAKESHORE TECHNICAL COLLEGE					
/292.10/103/		<i>COMMUNICATION CENTER</i>			
	148	COMM1000.	FEDERAL COMMUNICATION COMMISSION LICENSE	Amended	EVT+1 DEST
/292.10/108/		<i>INFORMATION TECHNOLOGY</i>			
	149	IT000600.	COMPUTER & INFORMATION INCIDENT SYSTEMS LOG	Pending	EVT+5 DEST
/292.10/109/		<i>INSTRUCTION ADMINISTRATION</i>			
	150	INST1000.	CORRESPONDENCE BETWEEN FACULTY AND STUDENTS	Amended	EVT+0/6 DEST

/292.10/111/		MULTI MEDIA				
	151	MEDIA100.	PROMOTIONAL MATERIAL	Amended	CR+10	DEST
/292.10/113/		WORKFORCE SOLUTIONS				
	152	WFS20000.	INSURANCE AND REAL ESTATE AGENT CONTINUING EDUCATION	Amended	CY+3	DEST
/292.10/121/		PUBLIC SAFETY				
	153	PUBS3010.	DEPARTMENT OF TRANSPORTATION INSPECTION RESULTS	Amended	CR+1	DEST

Status and Disposition Legend

Pending: Submission had not been reviewed before

Amended: Submission has changes from previous version

Renewal: Submission has no changes from previous version

DEST: Destroy or Destroy Confidential

SHSW: Transfer to Wisconsin Historical Society

UW TRANS: Transfer to UW Archives

TRANS OTHER: Transfer as noted on submission

PERM: Retain Permanently